

CONFIDENTIAL

REGULATION

TRAINING

Revised 8 December 1958

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## LANGUAGE DEVELOPMENT PROGRAM

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Rescissions: [REDACTED] dated 4 February 1957 and 10 July 1957  
[REDACTED] dated 4 February 1957  
[REDACTED] dated 4 February 1957  
[REDACTED] dated 4 February 1957

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### 1. POLICY

#### a. GENERAL

- (1) The Language Development Program has been established to provide for the development of language competence throughout the Agency and to recognize the effort which persons make in this respect. Foreign language training may be undertaken by staff employees and staff agents at headquarters and at [REDACTED] field stations (a) by direction as an official duty assignment, (b) voluntarily as an off-duty activity, or (c) in combinations of (a) and (b).
- (2) In any of the above cases, language training may be provided without cost to the individual. Those who, as a result of such training, qualify by acquiring and maintaining prescribed levels of proficiency in awardable languages (see Table 2) will be granted monetary awards in recognition of their effort.
- (3) Those who qualify for awards as a result of training in awardable languages undertaken preponderantly on off-duty time, at their own or at the Agency's expense, and are otherwise eligible, will be granted awards which are twice the amount of those established for directed language training.

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#### b. LANGUAGE TRAINING

- (1) Directed Language Training:  
Language training deemed essential by the Head of the Career Service or Operating Official and directed as an official duty assignment.
- (2) Voluntary Language Training:  
Language training undertaken by the individual preponderantly on off-duty time and on a voluntary basis.
- (3) Criteria:  
Language training, on a directed or voluntary basis, will be provided to staff personnel who possess satisfactory language learning aptitude, upon

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recommendation of appropriate Operating Officials and upon acceptance for enrollment by the Director of Training, for any or all of the following purposes:

- (a) To meet established language qualification requirements of their current or projected duty assignments.
- (b) To bring the language proficiency they possess to higher levels.
- (c) To acquire proficiency in languages which are unusual, difficult, or in short supply, and are designated as being of probable or possible future significance to the Agency.
- (d) To increase the individual's usefulness to the Agency and thereby provide flexibility in his assignment and rotation to duties which require, or could be better performed by his possession of, language proficiency.

(4) Language Requirements:

The current and future language requirements of the Agency, as established by the Deputy Directors, will constitute the goals toward which the efforts of staff personnel of the Agency, in acquiring and maintaining language proficiency, will be directed.

c. LANGUAGE DEVELOPMENT AWARDS

- (1) Language Development Awards are monetary benefits, granted in recognition of effort to achieve and to maintain language proficiency at awardable levels.
- (2) Language Development Awards are of two types:
  - (a) Achievement Awards, which are granted for achieving an awardable level of proficiency in an awardable language for the first time, or for increasing the level of proficiency to the next awardable level.
    - (1) An Achievement Award may be earned only once for each awardable level of proficiency attained in any one language.
    - (2) The amount of an Achievement Award will be the difference between the sum payable for the former level of proficiency and the amount authorized for the attained level.
    - (3) The total amount for a series of Achievement Awards will not exceed the amount specified in the Schedule of Awards (see Table 1) to be awarded for attainment of the highest levels of proficiency in the language.
    - (4) The awardable level for comprehensive proficiency in a language will be equal to the lowest level achieved in tests in reading, writing, and speaking a language.
    - (5) An Achievement Award will be granted for only one specialized proficiency: reading, writing, or speaking a language at any one level.
  - (b) Maintenance Awards, which are granted for maintaining an awardable level of proficiency in a language on a continuing basis, and may be earned annually.
- (3) Eligibility for awards will be determined by performance in Agency language proficiency tests.
- (4) Staff personnel may qualify for Achievement and Maintenance Awards in more than one awardable language.

d. EXCLUSIONS

- (1) Awards will not be granted solely as a bonus for possession of language proficiency. Accordingly:
  - (a) Achievement Awards will not be granted:
    - (1) For language proficiency possessed by the individual on 4 February 1957.

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- (2) For language proficiency possessed by the individual when entering on duty after 4 February 1957.
- (b) Maintenance Awards will not be granted:
  - (1) For proficiency acquired by the individual prior to employment primarily by virtue of residence abroad and by family association, and for proficiency that may be maintained without appreciable outside effort.
  - (2) For proficiency in a language maintained through required use of the language in performing duties of the assigned position, and maintained without appreciable outside effort.
- (2) Those excluded from awards by provisions of paragraph 1d(1) above may qualify for Achievement and Maintenance Awards in other awardable languages, or by increasing proficiency to a higher awardable level.
- (3) All staff personnel may qualify for awards except those who have not made application for membership in the CIA Career Staff, when eligible to do so, or those whose applications for membership in the CIA Career Staff have been deferred or denied by the CIA Selection Board.

**2. RESPONSIBILITIES****a. DEPUTY DIRECTORS**

The Deputy Directors will:

- (1) Determine the current and projected requirements for language competence in their areas for the full discharge of their responsibilities.
- (2) Take all necessary steps, including implementing procedures and controls, to assure the continuing attainment and maintenance of language proficiency by staff personnel under their jurisdiction.

**b. HEADS OF CAREER SERVICES AND OPERATING OFFICIALS**

Heads of Career Services and Operating Officials will implement the policies stated herein and will encourage qualified employees who possess the requisite aptitude to engage in voluntary language training.

**c. DIRECTOR OF PERSONNEL**

The Director of Personnel, with the collaboration of the Director of Training, will create and maintain a current inventory of the language competences of all staff personnel. This will be accomplished by a self-evaluation of all staff personnel on Form No. 444c, Language Data Record, and by means of the Agency's standard language proficiency tests, conducted by the Office of Training.

**d. DIRECTOR OF TRAINING**

The Director of Training will:

- (1) Exercise general direction of the Language Development Program. He will be assisted by the Committee for Language Development, consisting of one representative each from the Office of the Deputy Directors (Intelligence), (Plans), and (Support), and the Offices of Personnel and Training. The representative of the Office of Training will be the Chairman of the Committee. The Director of Training will supply the secretariat support to the Committee. The Committee will recommend and will review periodically the procedures, levels, and types of proficiency to be awarded, schedule of awards, languages for which awards will be granted, criteria of eligibility for awards, and other pertinent matters.
- (2) Provide all reasonable opportunity for directed and voluntary language study in approved courses and programs.
- (3) Establish and administer standards for approval of directed and voluntary language training at Agency-sponsored facilities.

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- (4) Designate languages that are awardable, and according to the Schedule of Awards (see Table 1) will make final determination as to whether or not an individual qualifies for an Achievement or a Maintenance Award.
- (5) Develop, schedule, and conduct language aptitude and proficiency tests.
- (6) Notify individuals through normal supervisory channels of their having satisfied awardable proficiency standards.
- (7) Publish, or prepare for publication, material that may be required to implement the Language Development Program and to administer the granting of Achievement and Maintenance Awards.

**e. STAFF PERSONNEL**

All staff personnel with any degree of usable language competence will, voluntarily or as directed, arrange for evaluation of their aptitude and proficiency by taking appropriate language aptitude and proficiency tests.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

**L. K. WHITE**  
Deputy Director  
(Support)

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**SCHEDULE OF AWARDS**

Amounts for Achievement Awards, as listed, are payable for *voluntary training*. Achievement Awards for *directed training* are one-half the stated amount. Maintenance Awards are paid as listed.

PROFICIENCY (Type)	SPECIALIZED			COMPREHENSIVE		
PROFICIENCY (Level)	ELEM	INTER	HIGH	ELEM	INTER	HIGH
<b>GROUP I LANGUAGES</b>						
Achievement	\$50	\$100	\$200	\$100	\$200	\$400
Maintenance	None	\$50	\$100	None	\$100	\$200
<b>GROUP II LANGUAGES</b>						
Achievement	\$100	\$200	\$400	\$200	\$400	\$800
Maintenance	None	\$100	\$200	None	\$200	\$400
<b>GROUP III LANGUAGES</b>						
Achievement	\$200	\$400	\$800	\$300	\$600	\$1200
Maintenance	None	\$200	\$400	None	\$300	\$600

Table 1

**CLASSIFICATION OF AWARDABLE LANGUAGES**

Language Group I	Language Group II		Language Group III
Danish	Albanian	Nepali	Chinese
Dutch	Amharic	Pashto	Japanese
French	Arabic	Persian	Korean
German	Bulgarian	Polish	
Italian	Burmese	Russian	
Norwegian	Cambodian	Serbo-Croatian	
Portuguese	Czech	Swahili	
Romanian	Finnish	Thai	
Spanish	Greek	Tibetan	
Swedish	Hindi	Turkish	
	Hungarian	Urdu	
	Icelandic	Vietnamese	
	Indonesian		
	Malay		

Table 2